



Accounting Officer (Specialist)

(24 month Limited-Term with the possibility of becoming permanent)

We're looking for energetic, creative, and talented employees to join our dynamic organization! Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of many restaurants and offer FREE Parking! What are you waiting for? Apply today!

Salary

\$3,918 – \$4,906

Final Filing Date

February 10, 2015

Applications postmarked after the Final Filing Date will not be accepted.

Position Location

Administrative Services Division
Sacramento – Natomas Area

Position Number

016-150-4546-910

Reference Bulletin #14-42 in the “Job Title” section of the State application, Std. 678

Who Should Apply

Applicants must be state employees who are currently in the Accounting Officer (Specialist) classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered.

Appointment is subject to SROA/Surplus provisions.

Send Application To

Department of Community Services and Development
Attn: Human Resources (#14-42)
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

Questions About the Job

Careers@csd.ca.gov
(916) 576-5296

Duties

Under the general direction of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) is responsible for duties that include, but are not limited to the following:

- Perform weekly draw down of federal funds in compliance with federal and state regulations.
- Prepare and post drawdown transactions into CALSTARS.
- Interact with State and Federal agencies as necessary on issues pertaining to cash drawdowns.
- Assist with update and reconciliation of Grant Balance Excel Spreadsheets to Payment Management System (PMS).
- Establish, reconcile, monitor, and research encumbrance documents for State Operation and Local Assistance contracts.
- Set up local assistance contract payment logs.
- Prepare monthly bank reconciliations for all funds.
- Analyze and account for the accuracy of deposits and disbursements entered into CALSTARS.
- Perform daily download of CALSTARS reports.
- Gather and analyze fiscal data for the monthly preparation cash analysis reports for management.
- Perform reconciliations of the local assistance contracts closeouts.
- Perform special projects and assist in the Year End accrual entries and activities.

Desirable Qualifications

Applicants applying for this position should demonstrate:

- Knowledge of and ability to apply governmental accounting principles and procedures.
- Ability to interpret Federal guidelines on cost accounting principles and procedures and SAM guidelines related to full cost recovery of State expenditures.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Ability to operate common office equipment used in financial record-keeping and making arithmetical computations rapidly and accurately.
- Possess strong analytical, excellent organizational, verbal and written communication skills.
- Ability to multi-task and be proficient computer skills in Excel, Word, and experience using CALSTARS.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military & veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.